

Brookings County
Capital Asset Form
TRANSFERS, SURPLUS & DISPOSALS

Complete this form for all capital asset Transfers, Disposals, or items
declared surplus – sold, donated, salvaged, destroyed, trade-in, lost/stolen

Capital Assets include land, buildings, building improvements, machinery, equipment, computer software/hardware,
and infrastructure with a useful life greater than one year and original cost greater than \$500.

☐ Transfer

☒ Surplus

☐ Disposal

Asset # & Description:

Asset # 79122 Henderson Sander
Equipment # 05945

Serial/VIN Number:

647-0

Model or Product:

Henderson Sander

To Dispose an Asset:

Types: Sold, Donated, Trade-In, Salvage, Destroyed, Lost/Stolen

Salvage

For Surplus:



YES



NO

Disposal Date:

8-9-2016

To Transfer between Departments:

Transfer From:

Department:

Location:

Date:

Transfer To:

Department:

Location:

Finance Office Use Only

Surplus Sale Date:

Date Fixed Asset System Updated:

Asset Number:

Notes/Comments:

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Transfer



Surplus



Disposal

Asset # & Description:

Asset # 00078 Sander
Equipment # 05965

Serial/VIN Number:

WSH-23892

Model or Product:

Henderson Sander

To Dispose an Asset:

Types: Sold, Donated, Trade-In, Salvage, Destroyed, Lost/Stolen

Salvager

For Surplus:

☒ YES

☐ NO

Disposal Date:

8-9-2016

To Transfer between Departments:

Transfer From:

Department:

Location:

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☐ Disposal

Asset # & Description:

FA # 0590 1998 Ford Truck with 16' Crysteel Box

Serial/VIN Number:

SN-1FDY W96M5WVA37715

Model or Product:

1998 Ford Truck Chassis with 16' Crysteel Box Dump Body

To Dispose an Asset:

Types: Sold, Donated, Trade-In, Salvage, Destroyed, Lost/Stolen

Sell on auction

For Surplus:



YES



NO

Disposal Date:

To Transfer between Departments:

Transfer From:

Department:

Transfer To:

Department:

Location:

Location:

Date:

Finance Office Use Only

Surplus Sale Date:

Date Fixed Asset System Updated:

Asset Number:

Notes/Comments:

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Transfer



Surplus



Disposal

Asset # & Description:

Asset # 79235 Cat Motor grader 140 H
Equipment # 0912 ID# MOD 5795

Serial/VIN Number:

CCA 02612

Model or Product:

140 H

To Dispose an Asset:

Types: Sold, Donated, Trade-In, Salvage, Destroyed, Lost/Stolen

Sell

For Surplus:



YES



NO

Disposal Date:

To Transfer between Departments:

Transfer From:

Department:

Transfer To:

Department:

Location:

Location:

Date:

Finance Office Use Only

Surplus Sale Date:

Date Fixed Asset System Updated:

Asset Number:

Notes/Comments: